**Initial Draft of Action Research Project**

**Tool 7.1 Action Planning Template**

We need a method to help make technology staff development collaborative, job-embedded, and ongoing to enhance professional growth and student success.

**Goal:**

**Action Step (s) Person(s) Timeline: Needed Evaluation**

**Responsible Start/End Resources**

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| 1.Discuss my action research topic with my site supervisor  Actual meeting with site supervisor to discuss action research topic | Myself and Randall Maxwell, site supervisor  Myself and Randall Maxwell, site supervisor | November 19  November 29 | Laptop – emailed site supervisor to set up meeting  Laptop – tentative action research topic | Suggestions for action research topics – formulate topic  Question and Answer about topic; ideas on teacher surveys |
| 2.Create teacher surveys concerning current technology staff development and accessing the technology needs of teachers that could be developed into job-embedded mode  Interview other district technology leaders to access their methods of technology staff development for potential job-embedded staff development ideas. | Myself, site supervisor, and participating teachers and administrators  Myself and Participating technology leaders from other districts | November 30 – December 10  December 6 | Laptop, teacher surveys, past district staff development packets for spring of 2008, 2009, 2010  Laptop, telephone for interviews, and journal to collect information from interviews | Evaluate the data from the teacher surveys and from the past staff development trainings to access the technology training needs.  Evaluate data from these interviews; create a checklist that can provide insurance that all needs can be met through a collaborative site/method |
| 3. Using information collected from surveys and interviews, implement process for technology staff development to be a collaborative, job-embedded and ongoing process. | Myself and Randall Maxwell, site supervisor, department heads in core subject areas | December 10 – January 20 | Previous staff development packets, Excel spreadsheet containing cross tabulation of data from survey information and interviews with charts and graphs for explanation of collected data. | Determine if current technology staff development methods provide technology needs for administrators and teachers; teacher surveys, journal entries from interviews; field observations of teacher technology usage. |
| 4.Create a campus site such as a protected Wiki site that can could potentially provide technology staff development that is collaborative, job-embedded, and ongoing that teachers will be able to interact with each other to develop more proficient ongoing technology staff development | Myself, campus personnel | January 20 – February 20 | Laptop, developing campus site, internet for helpful technology sites that can embedded into campus site including webinars, videos, and other necessary information for collaborative site | Utilize survey and interview data, evaluate past staff development data, brainstorming sessions. Interviews, field observations, meetings with departments used as evaluation tools. |
| 5. Meet with teachers to train and implement the campus site. Be sure that teacher’s technology needs are being met in the site to provide for collaborative, job embedded, ongoing staff development. | Myself, teachers, and Randall Maxwell, site supervisor | Meet once a month with department meetings for period of time January - March | Continue to develop campus site to insure that technology needs are being met for collaborative, job embedded, ongoing staff development | Meet with each departmental meeting of teachers to be sure that they technology staff development needs are being met with the campus site. |
| 6. Continue to meet with teachers and administrators to make changes and additions in the campus site. Continue to make additions to the site and invite teachers to add helpful data to the campus site making it a collaborative site that everyone on campus can benefit from. | Myself, teachers, administrators, and Randall Maxwell, site supervisor | Meet as often as necessary during study time frame. | Continue to encourage all teachers and staff to make the site a collaborative effort. Continue to organize helpful technology staff development material for the site. Keep the site consistent and organize so that campus staff development site is “user friendly” to keep the staff development ongoing and job-embedded. | Collaborative technology staff development campus site. Post more helpful technology sites that can embedded into campus site including webinars, videos, and other necessary information for collaborative site. Post helpful instructions on TEAMS attendance and grade book software, STAR CHARTS, instructions for Kuder career assessments, Starboard training modules, technology equipment training modules and any other helpful instructions. |
| 7. Evaluate campus Wiki site for technology staff development that is job-embedded and ongoing. Be sure that teachers and administrators needs are being met with the site. Finalize action research project with teachers, administrators, and staff. | Myself, administrators, teachers, and Randall Maxwell, site supervisor | As often as necessary to assure that the site continues to be ongoing and to assure further development so the technology staff development site stays current and up to date. | Closing procedures to assure that the campus Wiki site can stay maintained meeting the technology needs of the teachers, administrators, and staff. Continue to update site with current data. | Final observations, finals interviews with teachers to continue to make the technology staff development site a collaborative, job-embedded, ongoing site that all campus personnel can continue to use for technology training and staff development. |